

# MONROE COUNTY

## JOB DESCRIPTION

|   |                            |                          |
|---|----------------------------|--------------------------|
| <b>Position Title:</b> SR ADMINISTRATOR NUTRITION |                            | <b>Date:</b> Aug 5, 1999 |
| <b>Position Level:</b> 11                         | <b>FLSA Status:</b> Exempt | <b>Class Code:</b> 11-11 |

### GENERAL DESCRIPTION

Primary function is to supervise the Nutrition Program and ensure that the goals and mission are achieved as stated in the annual grant contracts. Reports directly to the Social Services Sr. Administrator.

### KEY RESPONSIBILITIES

1. Supervise operations, procedures and staff performance.\*
2. Prepare annual budget.\*
3. Prepare monthly reports for granting Agency.\*
4. Supervise the site's activities and coordinate with other agencies.\*
5. Evaluates and approves menu cycles to comply with RDA's for seniors.
6. Prepares and submits Food Bid Specifications for Food Service Contract.
7. Substitutes for Site Managers and delivery drivers.
8. Assess needs of program participants.
9. Prepares, plans, and presents a Nutrition Education Curriculum for seniors.
10. Plans, prepares and conducts outreach activities for services throughout the County.
11. Supervises Lower, Middle and Upper Keys areas.
12. Develop, compose, and submit grant applications.
13. Responsible for all financial requirements and procedures concerning performance based contract.
13. Performs other duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| <b>Position Title:</b> SR ADMINISTRATOR, NUTRITION | <b>Class Code:</b> 11-11 | <b>Position Level:</b> 11 |
|--|--------------------------|---------------------------|

| <b>KEY JOB REQUIREMENTS</b>                |  |
|--|--|
| <i>Education:</i>                          | Bachelor's Degree required. Major required in Social Work.   |
| <i>Experience:</i>                         | 5 to 7 years in related field.   |
| <i>Impact of Actions:</i>                  | Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.  |
| <i>Complexity:</i>                         | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. |
| <i>Decision Making:</i>                    | Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.  |
| <i>Communication with Others:</i>          | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.  |
| <i>Managerial Skills:</i>                  | Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.  |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.  |
| <i>On Call Requirements:</i>               | On Call 24 hours pending disasters.  |
| <i>Other:</i>                              | Must be computer literate and possess experience in writing Grants.  |

| <b>APPROVALS</b>             |                  |             |
|------------------------------|------------------|-------------|
| <i>Department Head:</i>      |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>Division Director:</i>    |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> |                  |             |
| Name: _____                  | Signature: _____ | Date: _____ |

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_